



CHECKLIST

Your artwork sales record checklist

- ☐ Set up a spreadsheet with columns for work title, medium, size, edition number, buyer name, sale price, payment received, payment method and date

- ☐ Fill in every field on the day of each sale

- ☐ Check your bank statement each week and mark which sales have been paid

- ☐ Add up your monthly income from the payments received column

- ☐ Back up the log file in a second location

- ☐ Review the year's entries to see which works sell and which pricing decisions worked

- ☐ Use the log to complete your Self Assessment return and estimate next year's tax
